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# NASA Procedural Requirements

**COMPLIANCE IS MANDATORY****NPR 3530.1A**

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## Subject: Pay Policy and Allowances

**Responsible Office: Office of Human Capital Management**

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## Chapter 8. Student Loan Repayment Program

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### 8.1 References

8.1.1 5 U.S.C. 5379, Student Loan Repayments.

8.1.2 5 CFR Part 537, Repayment of Student Loans.

### 8.2 Responsibility

8.2.1 Center Directors will establish a plan, in accordance with governing regulations, for implementing the Student Loan Repayment Program.

8.2.2 Center Directors are authorized to approve the Student Loan Repayment Program plan. This authority may be redelegated.

8.2.3 Center Personnel Directors will ensure that the Plan addresses regulatory requirements.

### 8.3 Service Agreement

8.3.1 Any employee receiving a student loan repayment must sign a minimum 3-year service agreement. The service agreement will commence on the date that NASA makes the first student loan repayment. Any loan repayments beyond 3 years will serve to extend the service agreement an additional year after the last loan repayment is made.

8.3.2 The service agreement obligates the employee to remain in the employment of NASA, including any reassignments to other NASA Centers, for the duration of the service agreement. If the employee transfers to work in another Federal agency before completing the service agreement the employee will reimburse NASA for all loan payments made in the employee's behalf.

8.3.3 NASA Form 1698, Student Loan Repayment Service Agreement, has been established for this purpose.

### 8.4 Approval

Center Directors have the authority to approve student loan repayments and waive, in whole or in part, a right of recovery of an employee's debt to the Center. These authorities may be redelegated.

### 8.5 Amount of Student Loan Repayments

Centers may make student loan repayments up to the maximum amount permitted by regulation.

### 8.6 Records

8.6.1 Centers will establish and maintain records on student loan repayment use.

8.6.2 Centers will submit an annual report each fiscal year to the Office of Human Resources that includes the number of employees selected to receive the benefit, employee job classifications and grades, and the total amount paid for student loans.

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